

jRAVEN Installation Guide for Standalone Install

Version 1.1.5

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Install, Starting the Application and Initial Setup

The Resident Assessment Instrument (RAI) and the Minimum Data Set (MDS) were developed by the Centers for Medicare & Medicaid Services (CMS).

jRAVEN (Resident Assessment Validation and Entry) is a free, Java-based application that provides an option for facilities to collect and maintain Facility, Resident, and MDS Assessment information for subsequent submission to the appropriate state and/or national data repository.

jRAVEN displays the MDS assessment instrument similar to the paper version of the form.

Once data collection is completed, facilities are able to export their data from the application and submit it to the appropriate state and/or national data repository.

IMPORTANT: Refer to the jRAVEN User Guide for information regarding using the application. The jRAVEN User Guide (.pdf) is included with the jRAVEN install, is added to the desktop of the user's PC, and is also available on QTSO (<https://www.qtsso.com/ravendownload.html>).

The version of jRAVEN is displayed on several windows in the application. However, in this document the version number is not displayed on the pictures of the screens, but is documented in the text as 1.X.X.

Overview of Initial Set Up

The following steps must be completed to begin using jRAVEN:

1. Download and install jRAVEN.
NOTE: To install jRAVEN, the user must be logged into the PC as an Administrator. Users of jRAVEN must have read/write access to the location where the jRAVEN database is installed.
2. Log in utilizing jraven as the user ID **and** password. **NOTE: The User ID and password are case-sensitive.** The initial user signing in is required to setup at least one facility and one user utilizing the System Administrator user role.
3. Change password for user jraven.
4. Answer security questions for user jraven.
5. Setup the facility.
6. Setup users with the System Administrator role.
NOTE: It is highly recommended to set up more than one System Administrator account as a back-up, in the event that one of the System Administrator accounts becomes locked.
7. Log out as jraven user, and log in with a System Administrator role.
NOTE: when logging in the first time with a new User ID, the password will be the same as the User ID. The user will then receive prompts to create a new password for their account.

To complete these steps, follow the details included in this guide.

Install / Setup

A workstation System Administrator is required to complete the initial installation. Required installation files and instructions are located on the QIES Technical Support Office (QTSO) website (<https://www.qtso.com/ravendownload.html>) and/or the Centers for Medicare & Medicaid Services MDS 3.0 Technical Information page (<https://www.cms.gov>).

System Configuration

jRAVEN has been designed as a standalone application.

A standalone installation is used on an independent workstation (computer).

Supported systems:

Windows XP with Service Pack 2 or 3

Windows Vista with Service Pack 1 or 2 and all current security patches applied

Windows 7 with 32 bit operating system

Pentium 4 1.4 GHz PC workstation with minimum 1 GB of free RAM

1 GB hard disk space available

Color monitor, display setting at 1024 x 768, with a minimum of 256 colors

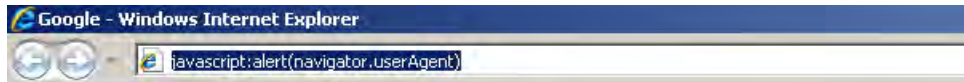
32-bit operating system

NOTE: The .NET framework is required for jRAVEN to function correctly.

To verify the computer has .NET framework:

Open an internet connection.

Enter or copy and paste javascript:alert(navigator.userAgent) into the internet address/search bar.



A message displays with a semicolon-separated value of the Browser Name and version, OS (operating system) Platform version, .Net CLR (Common Language Runtime), and versions installed in Windows XP and above. The .NET framework should be listed (amongst other possible items).



If .NET is **NOT** listed:

Using the internet, navigate to the [Microsoft downloads](#) page.

Follow the instructions for downloading the current version of the .NET framework.

NOT supported:

Windows 2000, Windows ME, or Windows 98

64-bit operating system

Any non-Microsoft operating system

All versions of Windows Server

Functionality

jRAVEN software provides the following functionality:

- Facility Setup/Maintenance
- User Setup/Maintenance
- Resident Setup/Maintenance
- Assessment
- Reporting
- Importing and Exporting
- Grouper Configuration

Steps to Install jRAVEN

Navigate to the QIES Technical Support Office (<https://www.qtso.com/ravendownload.html>) website and/or the Centers for Medicare & Medicaid Services MDS 3.0 Technical Information page (<https://www.cms.gov>).


Standalone Install: used for an individual workstation (computer) installation, where the database is on that same workstation. Standalone installations will *NOT* have access to a shared or centrally-located database.

Click on the Standalone Installation of jRAVEN, [jRAVENSetup-1.X.X.exe](#).

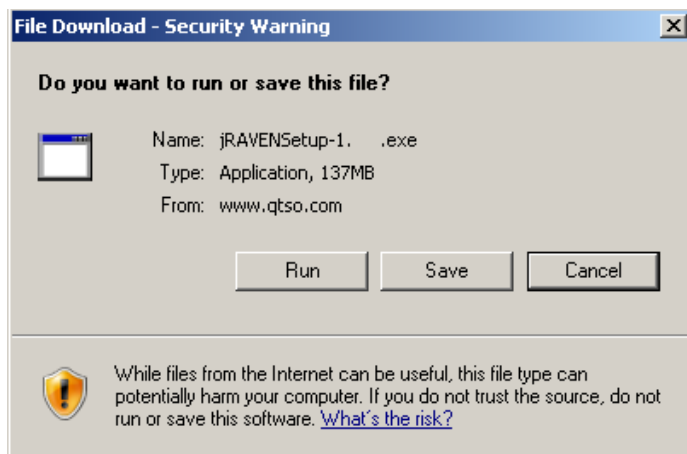
On the File Download – Security Warning window:

Click **Run**, to start the installation, if you would like to install the program now.

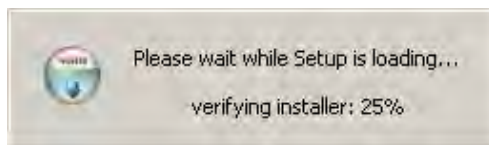
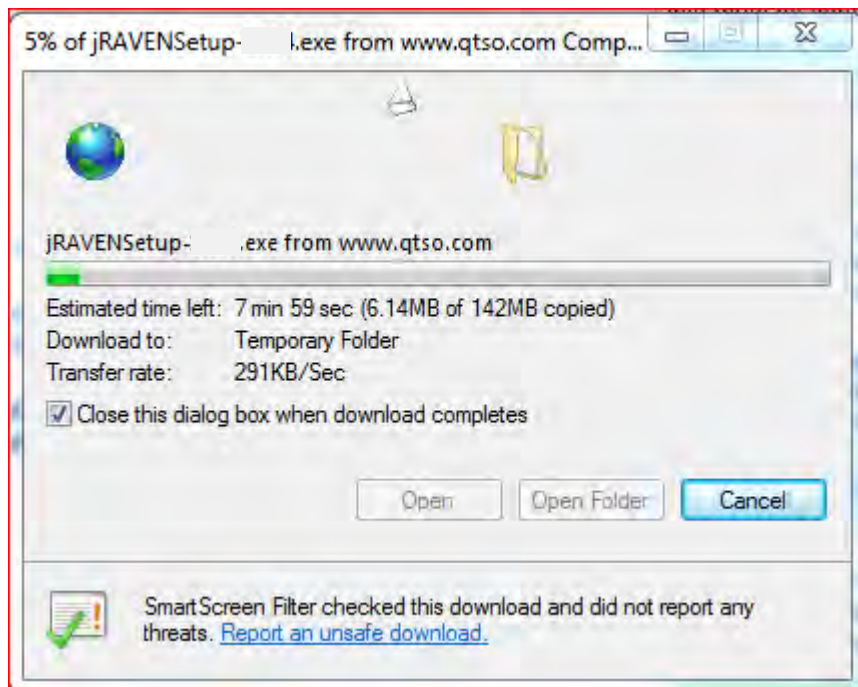
Click **Save**, to save the installation file to the workstation for installation at a later time. You will be prompted with a browse box asking where you want to save the file to.

NOTE: If Installation files are saved to the workstation, double click the jRAVEN.exe  to start the installation.

Click **Cancel**, to cancel the installation process and close the File Download – Security Warning window.



After selecting **Run**, the **Setup is loading** message displays:



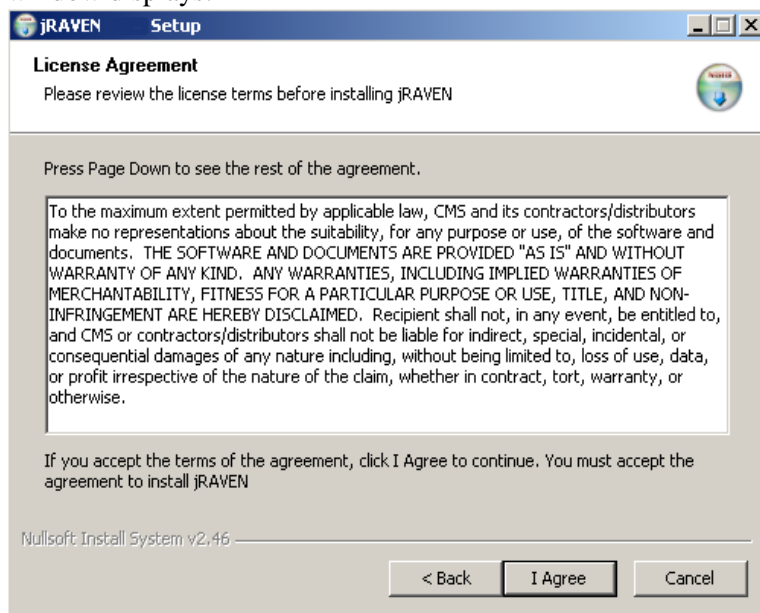
Once the setup has loaded, and started to run, the **Welcome to the jRAVEN 1.X.X Setup Wizard** displays:



Click **Next**, to continue with the setup.

Click **Cancel**, to cancel the install/setup and close the window.

After clicking **Next**, on the **Welcome to the jRAVEN 1.X.X Setup Wizard**, the **License Agreement** window displays:

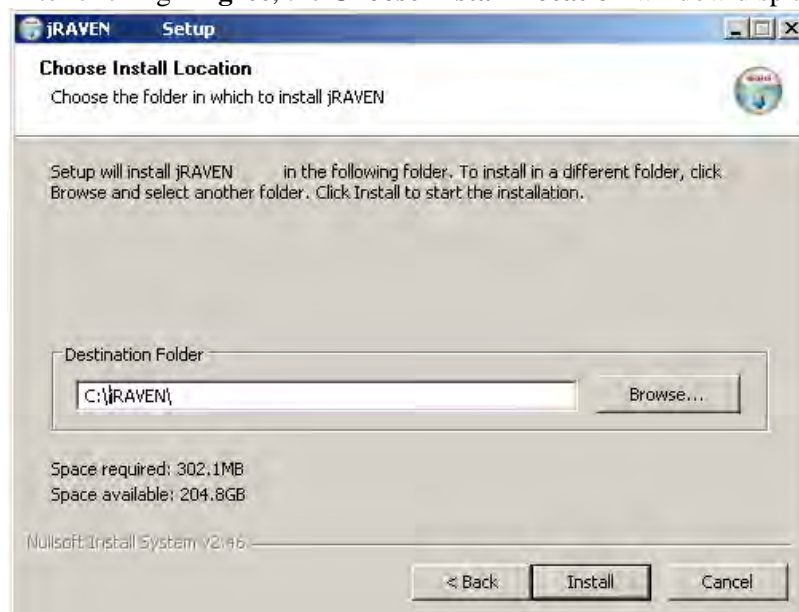


Click **I Agree**, to continue the setup.

Click **Back**, to return to the previous window.

Click **Cancel**, to cancel the set up process and close the window.

After clicking **I Agree**, the **Choose Install Location** window displays:



The default location for the installation destination folder is C:\jRAVEN.

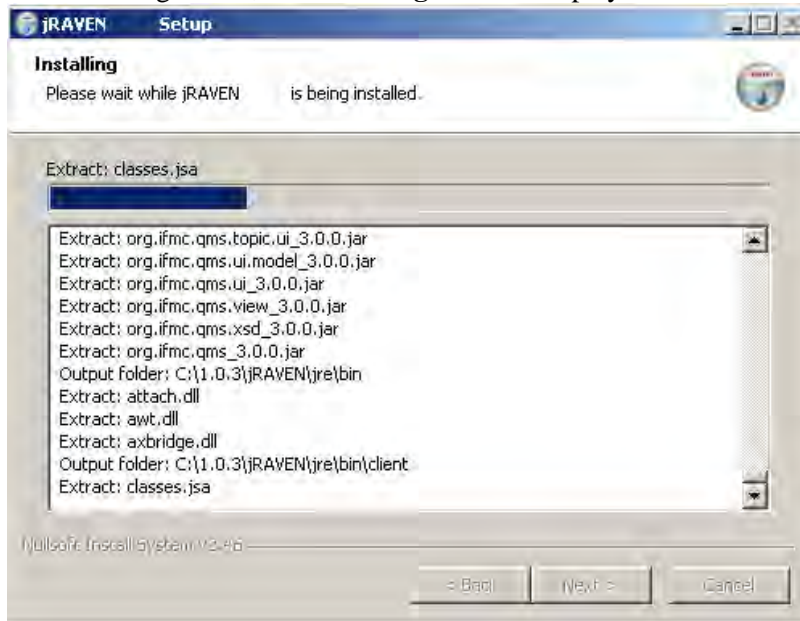
To install in a different location, use the **Browse** button to navigate to the desired location.

Click **Install**, to start the installation.

Click **Back**, to return to the previous window.

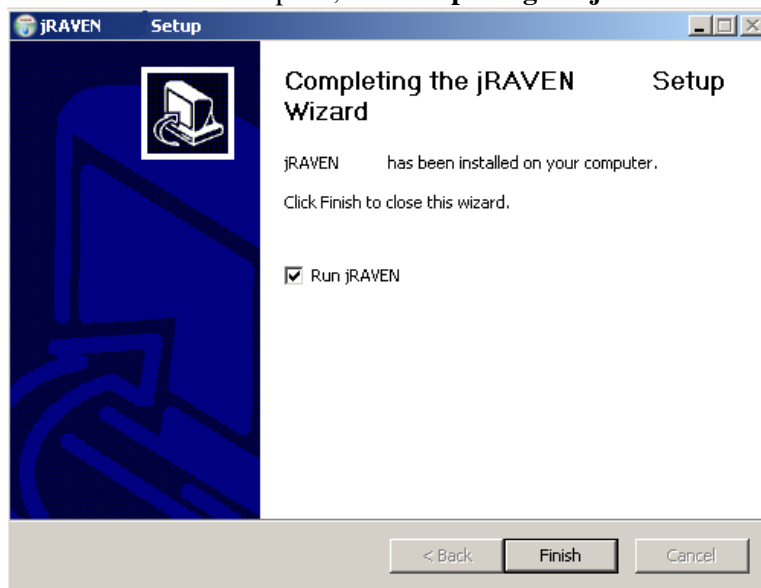
Click **Cancel**, to cancel the set up process and close the window.

After clicking Install, the **Installing** window displays:



A progress bar on the **Installing** window allows the user to monitor the progress.

Once the install is complete, the **Completing the jRAVEN 1.X.X Setup Wizard** window displays:






The **Run jRAVEN 1.X.X** checkbox is checked by default and will start jRAVEN after the install is complete. Uncheck the box to complete the install **without** automatically starting jRAVEN. Select **Finish**, to complete the installation process.

Starting the jRAVEN Application

NOTE: Instructions for entering data in jRAVEN can be found in the jRAVEN User Guide.

To access jRAVEN

Select jRAVEN from one of the following methods:

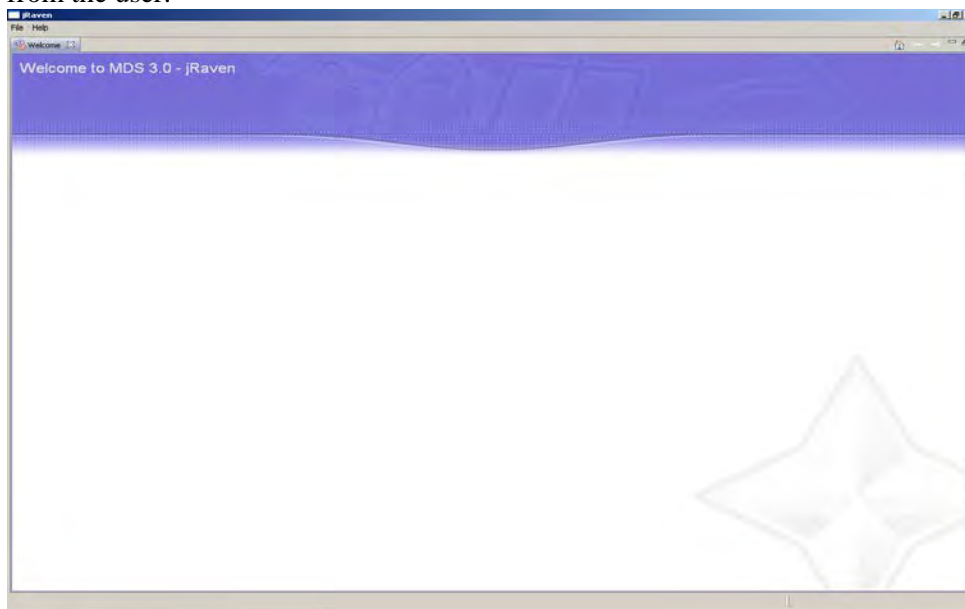
- **Start** menu, click on the icon  jRAVEN.
- On the desktop, double-click the jRAVEN icon, .
- Navigate to the jRAVEN directory, double-click the QTC.exe  QTC.exe .

The jRAVEN screen displays:

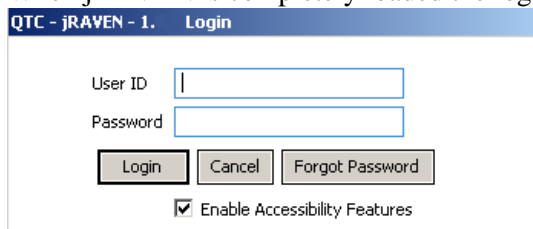


The **Welcome to MDS 3.0 – jRAVEN** screen displays.

This screen displays while the program is loading and may take a few minutes, but requires no response from the user.



When jRAVEN is completely loaded the login window displays:



The title bar of the login window displays the application name (jRAVEN) and version number. (This picture does not display a full version number.)

Selecting the **Enable Accessibility Features** box at the bottom of the login window will turn on accessibility features for users requiring assistive technology (e.g.: screen readers).

NOTE: The box is checked by default. Uncheck the box if the accessibility features are not needed. (This only needs to be done once.) If Accessibility Features are needed at a later date simply re-check the box.

Log in to jRAVEN the first time after installation

Enter jraven in the User ID field (Case-sensitive).

Enter jraven in the Password field (Case-sensitive).

Click **Login**.

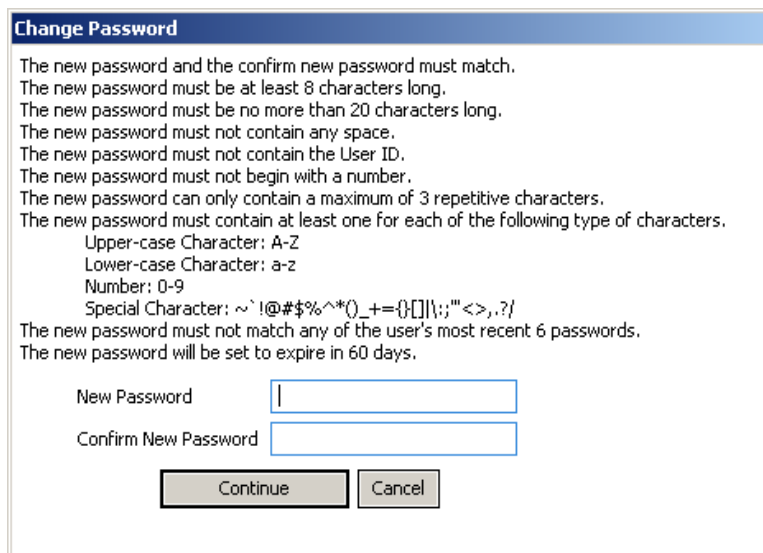
A **Change Password** box displays. The password rules are displayed at the top of the screen followed by the New Password, Confirm New Password fields.

Password Rules

- Use a minimum of eight characters, a maximum of twenty.
- Must contain at least one uppercase, one numeric character, and one special character.
NOTE: The valid special characters are displayed on the Change Password screen.
- Passwords are case-sensitive.
- Passwords cannot begin with a number.
- Passwords cannot contain any space.
- Users cannot set their password to contain their User ID, First Name, Last Name, or E-mail address.
- Must not contain more than three consecutive (like) characters.
- Must wait a minimum of six password changes to reuse a password.

NOTE: To enhance security, users are **required** to change the password before accessing the jRAVEN system.

The generic (jraven/jraven) user, while available after the initial login is complete, may *not* be used to create assessments.



Change Password

The new password and the confirm new password must match.
 The new password must be at least 8 characters long.
 The new password must be no more than 20 characters long.
 The new password must not contain any space.
 The new password must not contain the User ID.
 The new password must not begin with a number.
 The new password can only contain a maximum of 3 repetitive characters.
 The new password must contain at least one for each of the following type of characters.

- Upper-case Character: A-Z
- Lower-case Character: a-z
- Number: 0-9
- Special Character: ~`!@#\$%^&*()_+={}|\\;'"<>.,?/

The new password must not match any of the user's most recent 6 passwords.
 The new password will be set to expire in 60 days.

New Password


Confirm New Password

Enter a new password, in the **New Password** and **Confirm New Password** fields. The password is case-sensitive and must match in both boxes.

[This will change the password for the “jraven” user account.]

Click **Continue**.

If the user does not change the password and clicks **Cancel**, the following message displays:



Change Password

?

You must change your password before accessing the system.
 If you do not change your password, you will be logged off the system.

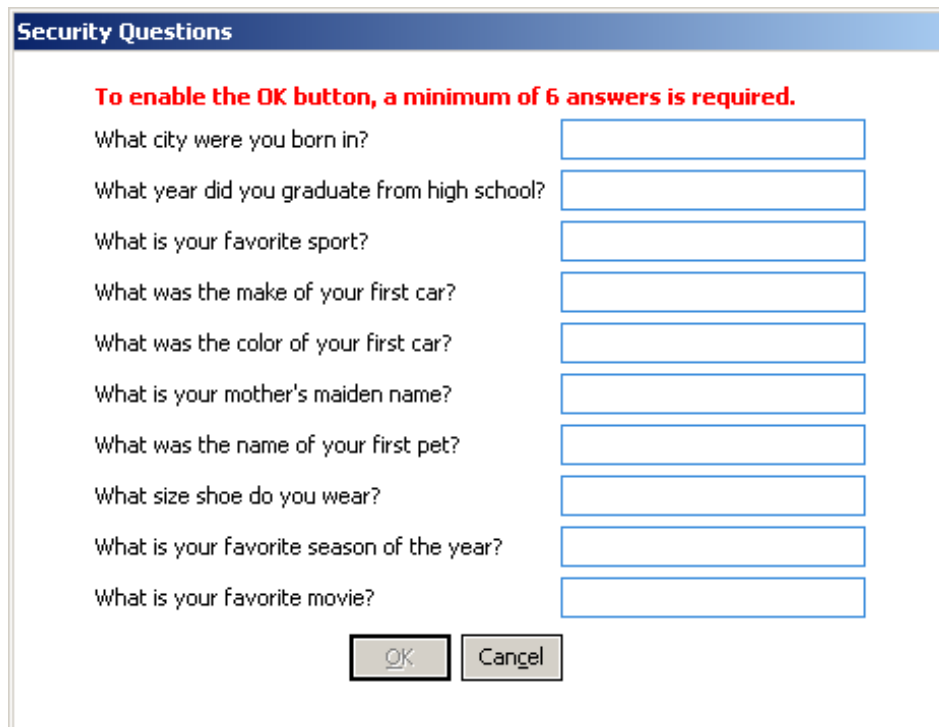
Click **OK**, to return to the login window.

Click **Cancel**, to close the message and change the password.

After changing the password, the **Security Questions** box displays.

Response to six of the ten listed Security Questions is required.

Tab off (press the **Tab** key on computer keyboard after answering the last of at least (6) questions) to enable the **OK** button.



A dialog box titled "Security Questions" with a blue header bar. Below the header, a red message states: "To enable the OK button, a minimum of 6 answers is required." There are ten text input fields, each preceded by a question. At the bottom, there are two buttons: "OK" and "Cancel".

To enable the OK button, a minimum of 6 answers is required.

What city were you born in?

What year did you graduate from high school?

What is your favorite sport?

What was the make of your first car?

What was the color of your first car?

What is your mother's maiden name?

What was the name of your first pet?

What size shoe do you wear?

What is your favorite season of the year?

What is your favorite movie?

Click **OK**, after completing at least (6) of the (10) questions.

The initial jRAVEN window displays:



Initial Setup Notes

The initial "jraven" user signing into the application is **required to:**

- 1. Setup at least one Facility.**
- 2. Setup one User with the System Administrator user type role.** (System Administrator is the highest user level and by default must be the first user that is set up). **It is recommended that two System Administrator accounts be created.**

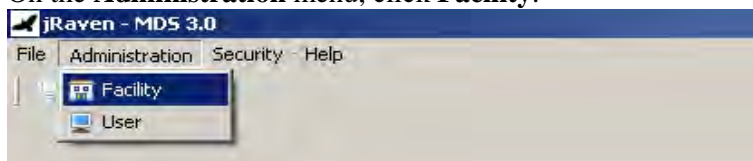
Once this is completed, the System Administrator may:

- Setup and maintain **Facility** information.
- Setup and maintain User accounts, establish User IDs and security settings for all users.
- On the **Facility** screen, establish the default Submission Requirement (subreq) value (A0410) as:
 1. Neither Federal nor State-required submission.
 2. State, but not Federal-required submission.
 3. Federal-required submission.

Add Facility

The term “Facility” refers to a Nursing Home or Swing Bed.

On the **Administration** menu, click **Facility**.




The Facility screen displays:

A screenshot of the Facility Information screen in the jRAVEN - MDS 3.0 application. The screen is divided into two main sections. The left section, titled 'Facility Information', contains a table with columns for Facility Name, Address, City, State, Zip Code, Facility Termination Date, and FAC_ID. The right section, titled 'Facility * - Required Field (Alt+1)', contains a list of fields for data entry. These fields include Assigned facility/provider submission ID*, Facility Name*, Facility Address* (line two), Facility City*, Facility's State Postal Code*, Facility Zip Code*, Facility Termination Date, National Provider Identifier (A0100A), CMS Certification Number (A0100B), State Provider Number (A0100C), Type of Provider (A0200)*, Submission Requirement (A0410)*, Facility Contact Person Name, Facility Contact Person Phone, and Facility Contact Person Phone Ext. Below these fields is a section titled 'Agent Information (Alt+2)' which includes Agent Tax ID, Agent Name, Agent Address, Agent Zip Code, Agent City, Agent State, and Agent Contact Person Phone. Required fields are indicated by an asterisk and a question mark icon.

Enter data in the facility fields. Required fields display on the screen in **bold** type with an asterisk.

NOTE: A0410 - Submission requirement (subreq) is selected on the Facility screen. The selected value will be the default for assessments, and applies to all assessments associated with that facility.

A0410 may be modified for an individual assessment when the assessment is added. For assistance with A0410, refer to the Help section of the jRAVEN User Manual.

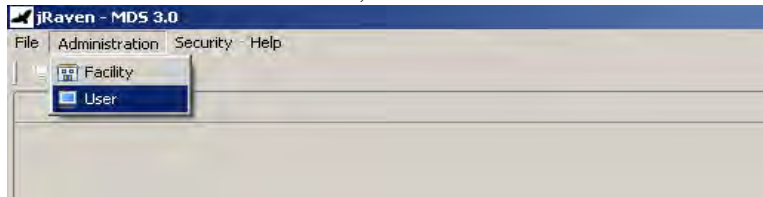
Click **Save** . Saved facility information will display in the **Facility Summary** section.

To add additional facilities, click the **New icon** , enter data, and click **Save** .

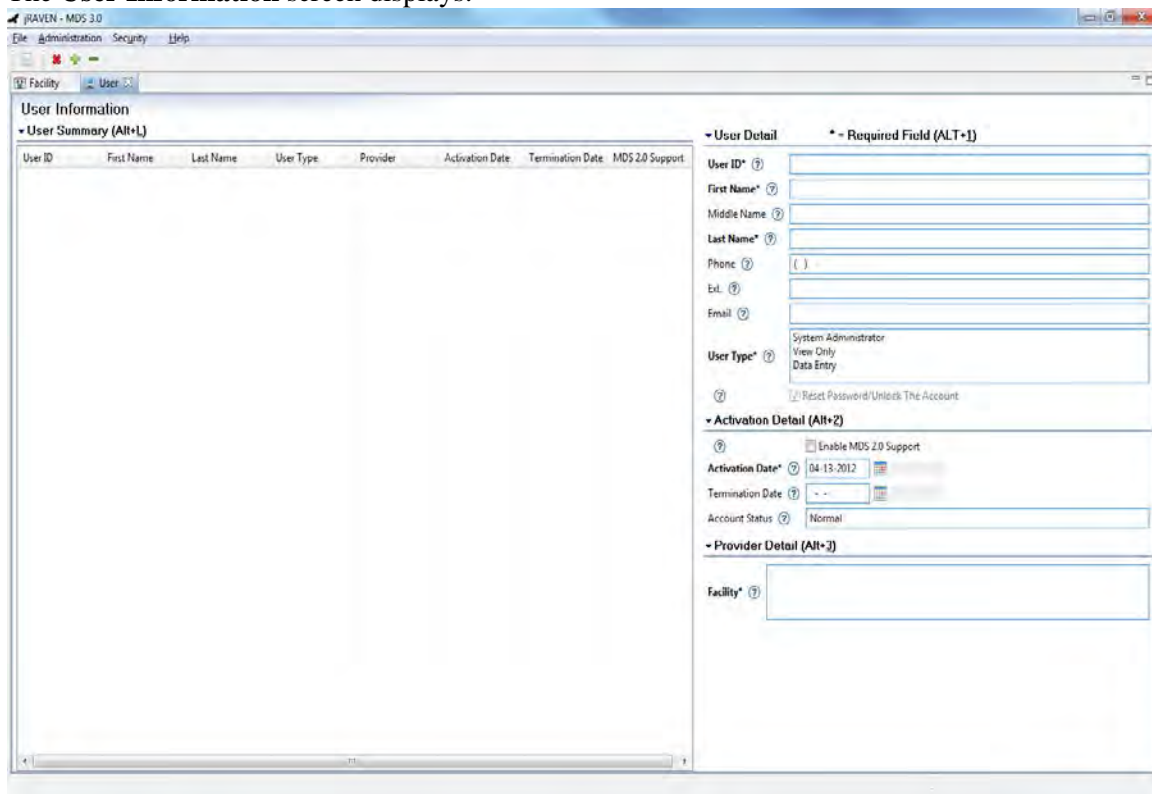
Add System Administrator User

It is highly recommended to set up more than one System Administrator account, in the event that one of the System Administrator accounts becomes locked.


On the **Administration** menu, click **User**:



The **User Information** screen displays:

The image shows a screenshot of the 'User Information' screen in the jRaven - MDS 3.0 application. The screen is divided into two main sections: 'User Summary' and 'User Detail'. The 'User Summary' section on the left contains a table with columns: 'User ID', 'First Name', 'Last Name', 'User Type', 'Provider', 'Activation Date', 'Termination Date', and 'MDS 2.0 Support'. The 'User Detail' section on the right contains several form fields for entering user information. These fields are labeled: 'User ID*', 'First Name*', 'Middle Name', 'Last Name*', 'Phone', 'Ext.', 'Email', 'User Type*', 'Activation Date*', 'Termination Date', 'Account Status', and 'Facility*'. The 'User ID*', 'First Name*', 'Last Name*', and 'Facility*' fields are marked as required with an asterisk. The 'User Type*' field has a dropdown menu with options: 'System Administrator', 'View Only', and 'Data Entry'. The 'Activation Date*' field has a date picker showing '04-13-2012'. The 'Termination Date' field has a date picker showing '- - -'. The 'Account Status' field has a dropdown menu with the option 'Normal'. There is also a checkbox for 'Enable MDS 2.0 Support' and a link for 'Reset Password/Unlock The Account'.

Enter data in **User Detail** fields. Required fields display on the screen in **bold** type with an asterisk.

Click **Save** . Saved user information will display in the **User Summary** section.

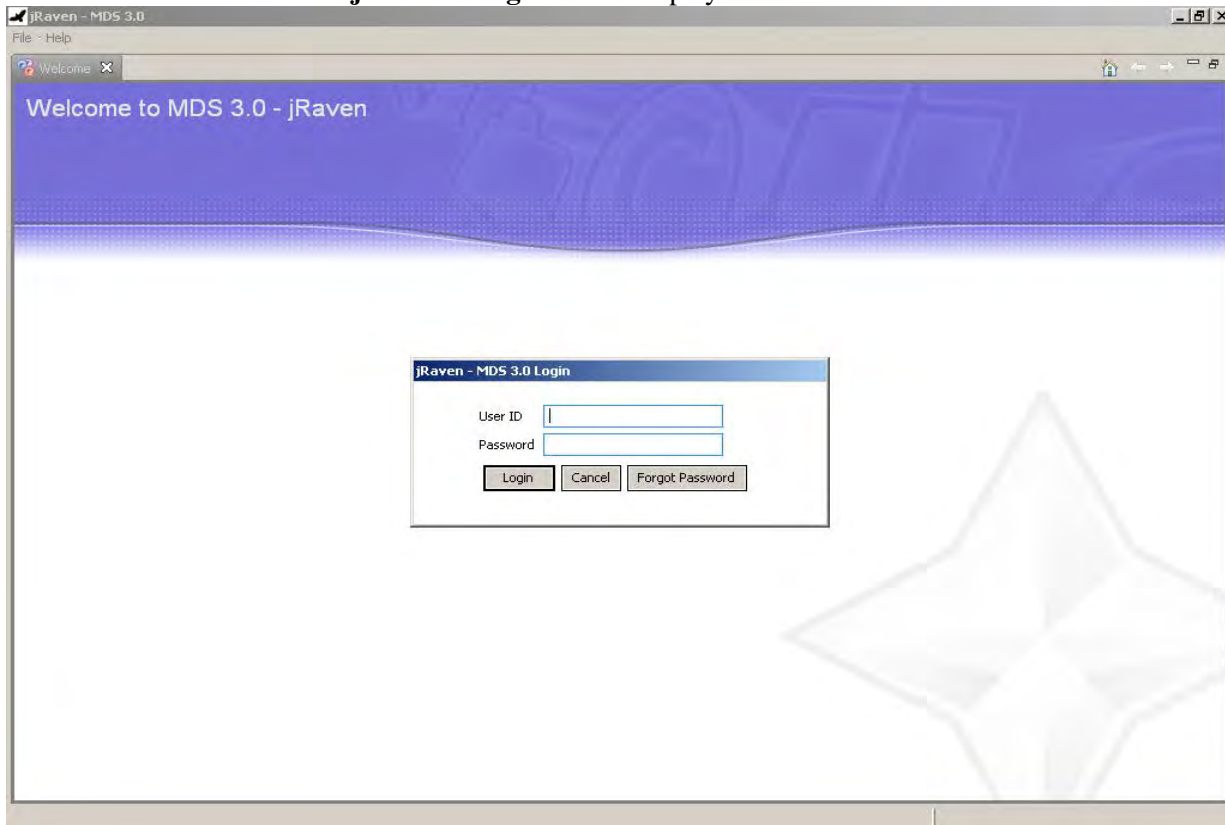
To add additional users, click the **New** icon , enter data, and click **Save** .

After successfully adding at least one System Administrator role and at least one facility, the user must log out of the application and log in with the newly-created System Administrator User ID.

To log out, select the **Security** menu at the top of the screen, then select **Logout**.



The **Welcome to MDS 3.0 – jRAVEN Login** screen displays:



Initial Login

1. Enter the new System Administrator User ID created by the default jraven user in the User ID field.
2. Enter that same User ID in the Password field (user id/user id).
NOTE: when logging in for the first time with a new User ID, the password will be the same as the User ID. The user will then receive prompts to create a new password for their account. (User ID and password are case-sensitive, and must match what was created for User ID.)
3. Click **Login**. The Change Password screen displays.
4. Enter a new password in the New Password, and Confirm New Password fields.
5. Click **Continue**.
6. The Security Questions box displays. Response to six of the ten listed Security Questions is required.
7. Click **OK**.
8. The jRAVEN window displays.

IMPORTANT: Refer to the jRAVEN User Guide for information regarding using the application. The jRAVEN User Guide (.pdf) is included with the jRAVEN install, added to the desktop of the user's PC, and is also available on QTSO (<https://www.qtso.com/ravendownload.html>).

Help

Additional Information for using jRAVEN can be found in the jRAVEN User Guide (part of tool install), including information regarding settings, reports functionality, RUGS, Import and Export.

Users are strongly encouraged to read the jRAVEN User Guide carefully to assist with accurate use of the tool.

The Help Desk is available for technical support and assistance with problems or questions that may arise regarding the jRAVEN software.

Contact information for the Help Desk:

1-800-339-9313, or help@qtso.com